



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF ARMY NURSE CORPS
6011 5th Street, Suite 1
Fort Belvoir, VA 22060-5596

REPLY TO
ATTENTION OF

DASG-AN

15 September 2005

MEMORANDUM FOR The Colonel Charles J. Reddy Leadership Conference Participants

SUBJECT: Welcome Letter

1. On behalf of MG Gale S. Pollock, Chief, Army Nurse Corps, I would like to congratulate you on your selection to attend the Colonel Charles J. "CJ" Reddy Leadership Conference 7-10 November 2005 in Arlington, VA. You were selected to attend this conference because of your outstanding performance and potential to fill challenging leadership positions.
2. The purpose of this course is to prepare you for leadership positions in the years ahead. This is not a "how-to" course, but rather, it is designed to expose you to senior leaders and issues relevant to the military healthcare system. You will also hear from dynamic speakers from throughout the Departments of Defense and Homeland Security, as well as civilians with a unique insight into military nursing. We are proud to not only include Army Nurse Corps officers from all three Components, but also Nurse Corps officers from the Air Force, Navy, and Public Health Service again this year. The theme of this year's conference is, "Nurses Transforming Leadership in Healthcare".
3. Participants will be divided into small groups and each group will present 20-minute brief to the senior nursing leaders on topics of concern to company grade officers. Please solicit topic ideas from your peers and no later than 3 October 2005, provide at least one via email to CPT Geraldine Straber (geraldine.straber2@na.amedd.army.mil) or CPT Ruth Racine (ruth.racine@na.amedd.army.mil). Submissions will be distilled down to 10 topics and you will be assigned to a group by 21 October 2005. There will be limited time during the conference for groups to work on their briefings, so you are expected to come to the conference knowledgeable about your topic and prepared to contribute to the work of your group. This is your chance to provide feedback that could have significant impact on military/federal nursing. Please keep in mind that senior Army Nurse Corps leaders continue to expand on the work initiated by your peers at last year's conference. Each group should coordinate amongst themselves to bring at least one laptop computer to the conference.
4. On Monday, 7 November 2005, we will begin the conference at the Women in Military Service to America (WIMSA) theater, located at Arlington National Cemetery. WIMSA is easily accessible from the Metro railway system (blue line); therefore, transportation will not be provided. Each participant is responsible to be at WIMSA no later than 0745 hours that day. Instructions for getting there are located at enclosure 3.

DASG-AN

SUBJECT: Welcome Letter

5. On Wednesday, 9 November 2005 at WIMSA, we will celebrate excellence in Army Nursing with the presentation of the Awards of Excellence. The featured speakers for this event are MG Gale Pollock, Chief, Army Nurse Corps and MG Donna Barbisch, Special Assistant, Office of the Assistant to the Secretary of Defense. There will be a catered buffet-style reception to follow.

6. Please complete the participant data sheet located at enclosure 1 and return to me via email or fax (703-806-3999) no later than 3 October 2005.

7. I look forward to meeting each of you in November. If you have any questions, please feel free to email me at Karen.whitman@us.army.mil. You may also call me at (work) 703-806-3027, DSN 656-3027, or (cell) 202-365-4633.

ENCL:

1. Participant data sheet
2. Administrative Instructions
3. Travel Instructions to WIMSA
4. Conference checklist

KAREN M. WHITMAN

LTC, AN

Staff Officer, Office of the Army Nurse
Corps

ENCLOSURE 1
Colonel Charles J. Reddy Leadership Conference
Participant Data Sheet

Please email this information to LTC Whitman at Karen.whitman@us.army.mil or fax it to her at 703-806-3999 no later than **3 October 2005**.

Name (First, MI, Last):

Rank:

Social Security Number:

Service (circle one): **Army**

Army Reserve

Army National Guard

Navy

Navy Reserve

Public Health Service

Air Force

Air Force Reserve

Air Guard

Email address:

Phone numbers:

Work:

Home:

Current duty address:

Current home address:

Current duty position:

Date of Rank:

Flight information:

Arrival Flight Number

Departure Flight Number

Date

Date

Time

Time

Airport

Airport

ENCLOSURE 2
Colonel Charles J. Reddy Leadership Conference
Administrative Instructions

Point of Contact: The project officer for this course is LTC Karen Whitman, Office of the Army Nurse Corps. Please refer questions regarding the program to her (work) 703-806-3027; (cell) 202-365-4633; (home) 202-543-8737; or (email) Karen.whitman@us.army.mil. Please refer questions regarding TDY procedures to your Nursing Education personnel or chain of command.

TDY Fund Cite Information / Orders:

- If you are centrally funded by the Office of the Army Nurse Corps, you will receive a fund cite letter from LTC Whitman. Once received, you will need to take this letter to your Nursing Education Department or to your administrative support personnel so that they can generate your TDY orders.
- If you are not centrally funded, your unit is responsible for generating your TDY orders.
- **Additional days off or leave in conjunction with this TDY are not authorized, unless previously approved by your chain of command with a DA 31.**
- Local attendees will not be authorized central funding, but may be locally funded through their unit for parking. Check with those who are issuing your orders.
- Local attendees are encouraged to carpool or to use the Metro. Hotel parking is \$15.00/day.

Travel:

- Travel days are 06 and 10 Nov 05. Attendees from Korea and Hawaii will be authorized one additional day of TDY at the beginning of the TDY to accommodate the travel distance
- Make your travel reservations ASAP as per your local travel office instructions.
Schedule your departure after 1430 hours on 10 Nov 05.
- Request flights into/out of Reagan Washington National Airport when possible. If you are unable to do that, alternates are Dulles and Baltimore-Washington International Airports. Please keep in mind that ground transportation to Arlington from these airports is expensive. Funding for this event is limited, so please choose your flight carefully.
- **Reagan Washington National Airport:** After arriving at the airport, collect your baggage, and go outside baggage claim to locate the shuttle for the DoubleTree Crystal City Hotel. The shuttle runs every 15 minutes. If you wish, you may take the Metro from Reagan Airport to the hotel. Take the metro to the Crystal City stop. The walk from that Metro station to the hotel is approximately 0.37 miles.
- **Dulles International Airport:** Officers flying out of Hawaii and Newport News, VA may have to fly into Dulles Airport and take the Super Shuttle to the hotel. This will cost approximately \$25.00 one way. You must make reservations for the Super Shuttle ahead of time by calling 800-258-3826 or booking online at Supershuttle.com.
- Be prepared to pay for the shuttle and submit for reimbursement on your travel voucher at the conclusion of your TDY.

- Baltimore-Washington International Airport (BWI): Those flying into BWI may take the MARC train to Union Station, then the Red Metro line towards Shady Grove to the Metro Center, and board the Blue Line towards Franconia-Springfield to the Crystal City Metro Station. Or, take the Red Line towards Shady Grove to Gallery Place and take the Yellow Line towards Huntington to the Crystal City Metro station. Walk approximately 3 blocks north on S.Clark Street. Turn left onto 12th Street S. The hotel is a short walk of approximately 0.37 miles from there. Be prepared to pay for the train and submit for reimbursement on your travel voucher at the conclusion of your TDY.
- **You will not be reimbursed for use of a rental car unless authorized by your local command (officers funded by the Office of the Army Nurse Corps are not authorized rental cars).** You may, however procure one at your own expense.
- For information on the Metro Railway System, go to <http://www.wmata.com/>.
- If you experience ANY difficulties during your travel, please contact LTC Whitman.

Course Location:

- The course will be held at the DoubleTree Crystal City Hotel, 300 Army Navy Drive, Arlington, VA. For more information about the hotel and local amenities, go to <http://www.doubletree.com/en/dt/hotels/index.jhtml?ctyhocn=DCAAEDT>.

Lodging:

- Course participants will be lodged at the DoubleTree.
- All rooms are nonsmoking.
- **You are responsible for making your own room reservations by contacting the DoubleTree at (888) 222-8733 or (703) 416-4100 no later than 7 October 2005.** Officers funded by the Office of the Army Nurse Corps must refer to “CJR” when making room reservations to get the conference room rate. All others refer to “CRD” when making reservations.
- Please note that any participant not identifying his/her correct affiliation with this course will not be extended the group rate.
- You must use your government credit card to avoid being charged sales tax. The hotel does not honor tax exempt forms.
- Check-in time is 1500 hrs; check-out time is 1200 hrs.
- **Any guaranteed reservation not cancelled before 1800 on the night of arrival will be billed to your credit card at the group room rate for each confirmed night cancelled or unoccupied after the arrival date.**

Attire:

- **Monday, 7 November 2005:** Comfortable, but professionally appropriate civilian attire (no jeans, sneakers, flip-flops, or t-shirts with logos or graphics on them) may be worn. Comfortable walking shoes are recommended. The Assistant Secretary of Defense for Health Affairs will be addressing you at the Pentagon and you should look appropriately professional.
- Be sure to bring warm clothing and an umbrella as the weather in Washington is unpredictable at this time of year.

- **8-10 November 2005:** Army class B uniform/equivalent for the other Services is required for all other conference sessions.
- **Awards of Excellence Ceremony (9 November 2005):** Army Class A uniform is required for the Award of Excellence event.
- Remember to bring your cover. There is no clothing sales store easily accessible.

Money:

- Those on travel orders are authorized per diem for the duration of the conference and travel time to and from the conference only. Any additional expenses resulting from deviation from the approved travel plan will be your responsibility.
- You will be reimbursed for the full amount of the DoubleTree lodging rate only. Any additional hotel charges incurred (e.g., additional guests, videos, etc.) will be your responsibility.
- Please be prepared to pay for meals and other travel expenses you incur during this conference. Individuals on per diem will receive \$51/day for meals and incidentals; \$35.25 on travel days.

Arlington Cemetery and Pentagon Site Visits:

- Eating and drinking are prohibited within the Cemetery grounds.
- Please be mindful that you are in a cemetery while touring Arlington National Cemetery. There is a \$6 fee/person for this tour.
- **You must show your military ID to get into the Pentagon** (no exceptions). Bring along a second form of photo identification, just in case.
- Cameras are not allowed in the building or on the tour.
- Weapons of any sort, including pocket knives, mace, or pepper spray, are prohibited.
- Do not bring bags, knapsacks, camera bags, etc. into the Pentagon. All purses carried into the Pentagon are subject to search.
- Please be mindful that you are in a working office building while in the Pentagon.

Registration:

- Conference registration will from 1600 to 2000 hours in the Executive Boardroom at the DoubleTree Crystal City.
- There is no registration fee for this conference.
- You must provide a copy of your official travel orders at registration.
- Each participant will be charged a non-refundable fee of \$45 for refreshments provided during the morning and afternoon breaks. Please come to registration with the exact amount of cash. No checks, please.
- Each Army officer will pay an additional non-refundable fee of \$28 for the Award of Excellence ceremony. Officers from other Services are also welcome to attend, but please RSVP to LTC Whitman no later than 1 Nov 05. Please come with the exact amount of cash or checks made payable to Karen Whitman.
- If you have not done so previously, you must complete CBRNE training prior to the conference. Everyone must provide a copy of the certificate at the time of registration.

- CBRNE training may be completed at: <http://www.swankhealth.com> and register. You must input your site code. To obtain that, consult with your local nursing education department. Complete the training and print out your certificate.

Group Presentations:

- Submit ideas for group topics by 3 October 2005.
- You will be assigned to a small working group by 21 October 2005 and provided contact information for other members in your group.
- You are expected to consider your topic and contact your team mates. Discuss your topic with your peers at work to facilitate their input into the issue and do some background research on your topic.
- Come to the conference prepared to work on the issue and prepare a 20-minute brief to senior nursing leaders from all four services.
- The group should coordinate amongst themselves to bring at least one laptop to the conference. If no one has a laptop available, please contact LTC Whitman NLT 31 October 2005.

Agenda and Contact Hours: A conference agenda will be provided electronically prior to arrival and again at the conference. Contact hours of continuing education credit are pending through the Army Nurse Corps as a conference block. Contact hours for individual presentations will not be awarded. Certificates will be available on the last day of the conference.

ENCLOSURE 3
Colonel Charles J. Reddy Leadership Conference
Travel Instructions to WIMSA

Metro rail is the recommended mode of transportation throughout the course.

Parking at the DoubleTree hotel is \$15/day.

Hourly parking is available at the Arlington National Cemetery lot, but it is costly.

Do not attempt to park at the Pentagon. Visitor parking at the Pentagon is extremely limited and available on a first-come, first-served basis only. There is no time built in the schedule for individuals to “hunt” for parking spaces there. Parking in nearby commercial parking garages is extremely expensive and will not be reimbursed.

From the DoubleTree Hotel:

Leave hotel no later than 0715 hours.

Walk a short distance east on 12th Street S.

Turn right on S. Clark Street

Walk approximately 3 blocks south on S. Clark Street to Crystal City Metro Station

(Total walking is 0.37 miles)

Purchase a Metro rail ticket for a total of three trips on 7 Nov (from hotel to Arlington; from Arlington to Pentagon; from Pentagon to hotel). This can all be placed on one card at one time. When you get inside the station, you will see the fare machines. Follow the directions on the front of the machine and purchase metro rail card for \$4.05. You will want to have exact change, or at most, a \$5 bill (otherwise will get change back in coins).

Take Blue Line toward Largo Town Center Metro Station. You will not be required to change trains.

Get off train at Arlington Cemetery Station. During rush hour, the train ride should take approximately 10 minutes.

Walk approximately two city blocks towards WIMSA. The door will be on your left.

Local Participants:

You may take Metro directly to the Arlington Cemetery Station. When you purchase your ticket, be sure to include \$1.35 for fare to the Pentagon and return fare from the Pentagon either to the DoubleTree (\$1.35) or back to your starting point.

For more information, go to the Metro website at: <http://www.wmata.com/>

ENCLOSURE 4
Colonel Charles J. Reddy Leadership Conference
Conference Checklist

Due-Backs:

- ___ 3 Oct 05: Participant Data Sheet due to LTC Whitman
- ___ 3 Oct 05: Topic ideas due to CPT Racine
- ___ 7 Oct 05: Hotel reservations must be made
- ___ 21 Oct 05: Issues Work Group assignments will be provided
- ___ 31 Oct 05: Requests for laptop computers due to LTC Whitman

Money (due at time of registration):

- ___ Conference refreshments: \$45 (cash)
- ___ TourMobile: \$6 (cash or check made out to Karen Whitman)
- ___ ANC Awards of Excellence Ceremony (Army officers only): \$28 (cash or check made out to Karen Whitman)

Attire:

- ___ Comfortable, but professionally and seasonally appropriate civilian attire (7 Nov)
- ___ Army Class Bs or Service equivalent (conference uniform)
- ___ Army Class A's (Awards of Excellence ceremony 9 Nov) – Army officers only

Registration:

- ___ Copy of TDY orders
- ___ Copy of CBRNE certificate

Other:

- ___ Military ID
- ___ Government credit card (mandatory for centrally funded individuals)
- ___ 1 laptop computer per group